

EDITED KSA LISTING

CLASS: Respiratory Care Supervisor, Correctional Facility

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1.	Essential knowledge of the principles of personnel management and effective supervision in order to effectively direct a Respiratory Care department within a correctional facility.
K2.	Essential knowledge of the practices of personnel management and effective supervision in order to effectively direct a Respiratory Care department within a correctional facility.
K3.	Comprehensive knowledge of the rules, policies, and regulations governing respiratory care in a correctional facility in order to maintain licensure, prevent litigation, promote a safe and secure environment, and provide quality inmate/patient care.
K4.	Technical knowledge of respiratory equipment (e.g., pulmonary function testing equipment, arterial blood gas analysis equipment, etc.) to provide quality inmate/patient care
K5.	Essential knowledge of respiratory resources (e.g., vendors, contractors, etc.), to provide inmate/patient care
K6.	Comprehensive knowledge of respiratory disorders and appropriate therapeutic methods and practices to provide quality inmate/patient care.
K7.	Comprehensive knowledge of infection control procedures required for respiratory therapy in order to prevent the spread of infectious disease.
K8.	Essential knowledge of the safe handling of harmful/hazardous substances as outlined by Cal OSHA, Fire Chief, etc., to minimize the potential for injury to staff and inmate/patients.
K9.	Basic knowledge of in-service and out-service training availability to provide staff with updated applicable training (e.g., professional technical training, specialized training, mandatory training, quality assurance and improvement, etc.), to promote quality inmate/patient care.
K10.	General knowledge of training methods, techniques, and training aides in order to effectively provide updated training to respiratory care staff.
K11.	Comprehensive knowledge of scheduling as it relates to respiratory care procedures (e.g., timeframe of treatments, inmate/patient classification, institutional custodial needs) in order to maximize treatment efficiency while ensuring optimum inmate/patient care.
K12.	Basic knowledge of the budget process (e.g., Budget Change Proposals, Budget Concept Statements, contracts, purchasing, etc.) to maintain program operation.
K13.	Basic knowledge of computer usage (e.g. software programs, etc.) to maintain accurate records and retrieve inmate/patient records, communicate effectively, contribute to the department's needs, etc.

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K14.	General knowledge of the purpose, mission, and goals of the Department to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit/division.
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	Skill to:
S1.	Skill to analyze material and situations accurately in order to determine and implement effective and appropriate courses of action.
S2.	Skill to communicate effectively in order to exchange and/or provide information and /or direction to staff and others.
S3.	Skill to use and operate computerized equipment to create documents, query, input, retrieve and update data base information, etc. to monitor, track and supervise staff assignments and inmate/patient care, etc.
S4.	Skill to consult and advise physician administrators or other interested parties to provide information and/or recommendations on issues impacting the respiratory care program.
S5.	Skill to effectively contribute to the department's EEO objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
S6.	Skill to plan, assign, and direct the work of Respiratory Care Practitioners to effectively supervise the Respiratory Care Department within a correctional facility.
S7.	Skill to plan, organize, conduct, and evaluate training to ensure a well trained updated respiratory therapy care department in order to facilitate good patient outcome.
S8.	Skill to read and comprehend equipment manuals and/or manufactures specifications, to maintain maximum operational condition.
S9.	Skill to organize the work of a Respiratory Care Department to maintain maximum function of daily operational needs.
S10.	Skill to prioritize financial resources in order to maximize available funds within the confines of a correctional facility.
S11.	Skill to develop, review, edit, and evaluate written documents to produce quality written information.
S12.	Skill to supervise staff (e.g., hires, monitors, directs, maintains employee records, etc.), in a Respiratory Care Department within a correctional facility to efficiently provide care to inmate/patients.
S13.	Skill to perform standard respiratory care within a correctional facility to provide effective treatment to inmates/patients.
S14.	Skill to establish and maintain confident and cooperative relationships with departmental employees, the public, inmate/patients, and others to meet the mission of Health Care Services Division.

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S15.	Skill to conceptualize and put into effect (e.g., provide direction, create written documentation, etc.), new and/or changes in operational procedures, deficiency plans, etc.

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	Special Personal Characteristics:
SPerC1.	Empathetic understanding of patients in a correctional facility to facilitate favorable patient outcomes.
SPerC2.	Willingness to work in a correctional facility.
SPerC3.	Tact, alertness, keenness of observation, aptitude for and interest in working with acute and chronically ill respiratory inmate/patient.
SPerC5.	Willingness to comply with prescribed procedures.
SperC6.	Aptitude and interest in working with long-term immunosuppressed inmate/patients.

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	Special Physical Characteristics:
SPhyC1.	Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being, physiological health or that of their fellow employees or that of inmates/patients.
SPhyC2.	Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.